

Community Development Department Overview

Citizen University

November 27, 2018

Community Development Department



Vision

How we assist City Council with accomplishing their Vision for 2025 and by implementing their 3-Year Priorities as it relates to the preservation and development of the City.



Services

Daily tasks, major projects and efforts undertaken by department staff.



Responsibilities

Department staff and their responsibilities, involvement, memberships, and associations.

City Council's Vision for 2025 *as it relates to the “Built Environment”*

... comprehensive plan, ..., guides us in our efforts to protect, preserve, and enhance the quality of life...

... land use policies encourage neighborhood development and redevelopment, ... growth balanced with preservation.

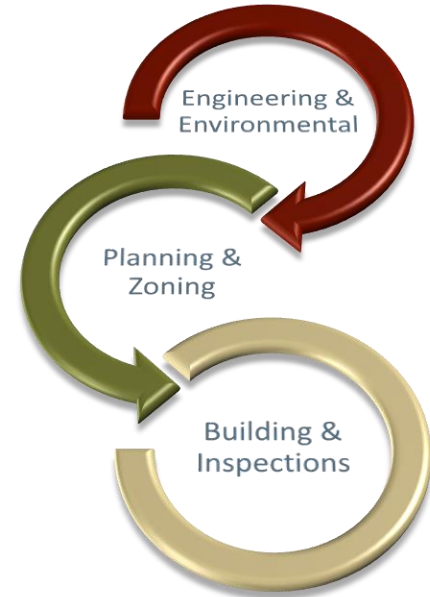
... livable, mixed-use communities and ... affordable to a full range of households.

... roads for motor vehicles, bicycles, and pedestrians ... transit system...

... ensures that our public buildings and improvements leave a legacy for future generations, ...

Community Development Department and Divisions

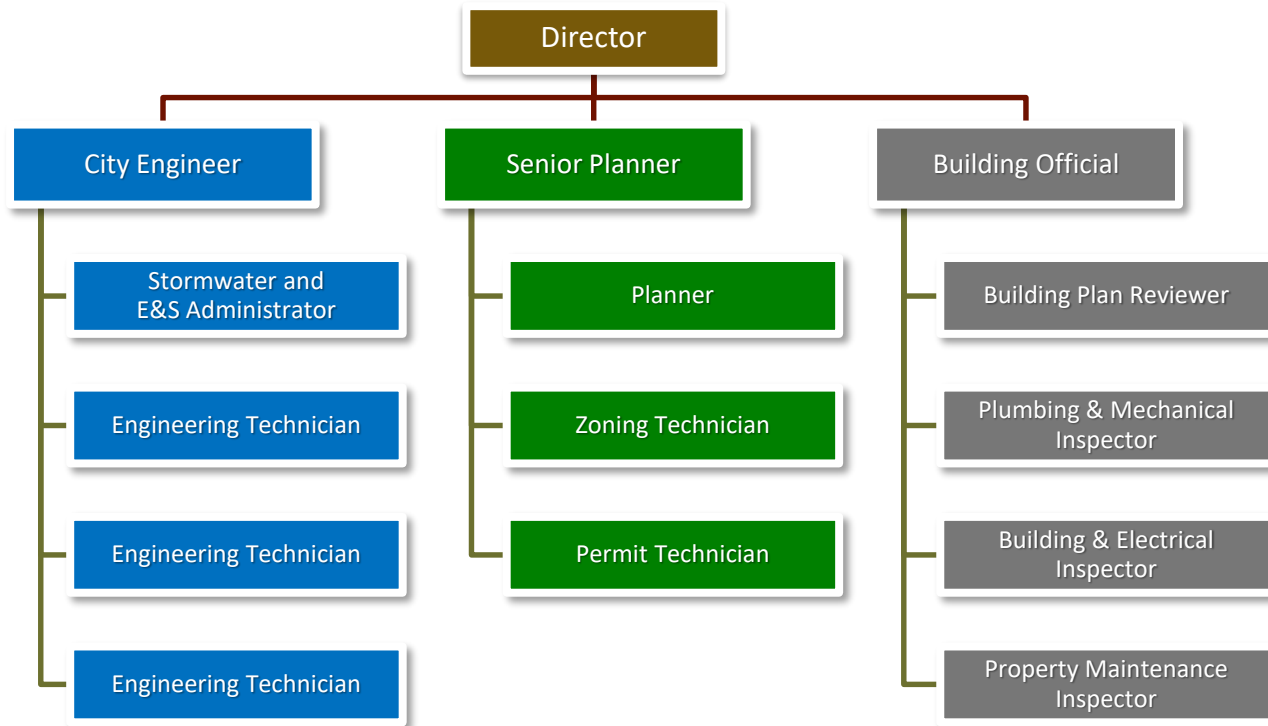
- ❖ This relatively new department was created January 2017, as a result of combining the duties and responsibilities of the former departments of Engineering, and Planning and Inspections.
- ❖ The department is composed of three major functional areas that are interdependent and mutually supportive, which include the Engineering, Planning and Zoning, and Building Services.
- ❖ The Department is responsible for reviewing, developing and administering plans.



Department Services



Department Staffing



Engineering Division

- ❖ reviews all new development plans, plats, and partitions for engineering accuracy and compliance with the required standards and specifications.
- ❖ review includes all commercial and industrial sites, residential subdivisions, and planned unit developments.
- ❖ review of projects in the City's annual capital improvement plan.

■ Daily Tasks

■ Major Projects

■ Staffing

Daily Tasks

- ❖ Stormwater and Erosion Control Program Administration
- ❖ Stormwater and Erosion Control Plan Review
- ❖ Plan Review and Site Inspections
- ❖ State Environmental Programs Enforcement
- ❖ Infrastructure Design and Construction Contract Administration
- ❖ Public Works Asset Inventory & Maintenance Project

Major Projects

Infrastructure Projects

Fillmore Street Sewer Replacement

FY 19 Water Line Replacement Project

Green Hills Pond Upgrade for MS4

Gypsy Hill Stream Project

Tams-Caroline-Augusta Storm Drain Project

New Hope Rd Sewer Replacement Project

Bessie Weller Safe Routes to School

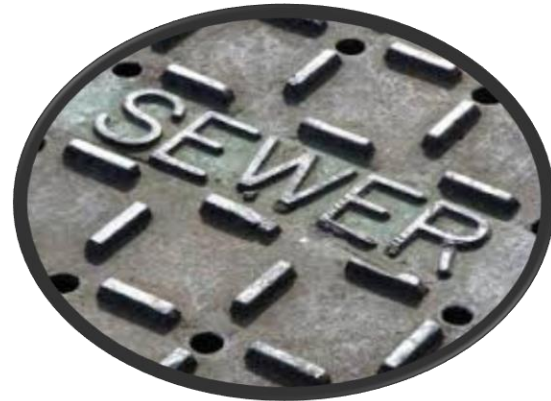
Central Avenue Streetscape

Initiatives

Sewer Manhole Mapping

Storm Drain Project Ranking

MS4 Compliance



Staff

- Nickie D. Mills, City Engineer
- Patrick Wilkins, Environmental Programs Administrator
- Danielle Raines, Engineering Technician
- Pam Bowman, Engineering Technician
- Kendra Colman, Engineering Technician

-  Responsibilities
-  Memberships
-  Associations

Planning & Zoning Division

- ❖ provides a wide variety of current and long-range planning services for the community by processing and evaluating applications for land use plans
- ❖ develops and supports City policies including the preservation of the City's historic structures.

■ Daily Tasks

■ Major Projects

■ Staffing

Daily Tasks

- ❖ Assist with land use-related questions and requests for information from citizens and developers.
- ❖ Review land use requests and engage with applicants and various city departments and agencies.
- ❖ Conduct site analysis, prepare reports and recommendations.
- ❖ Research and analyze planning and development issues.
- ❖ Represent the City at various meetings, committees, and commissions.
- ❖ Draft new ordinances and ordinance amendments.
- ❖ Process applications for Council, Planning Commission and Historic Preservation Commission.

Major Projects

Development Review Process

Comprehensive Plan Update

Bicycle and Pedestrian Plan

Agricultural and Forestal

Districts Review

Commercial Building Design

Guidelines for Historic Districts



Ordinance Amendments

- Accessory Dwelling Unit
- Back-Yard Poultry
- Short-Term Rentals
- Agricultural and Forestal Districts
- Home Occupations

Staff

- Rodney Rhodes, Senior Planner
- Timothy Hartless, Planner
- Linda Nesselrodt, Zoning Technician
- Jay Lancaster, Permit Technician

- Responsibilities
- Memberships
- Associations

Building Services Division

- ❖ protect the health and safety of residents and visitors, and the livability of the community, by assuring compliance with the building codes.
- ❖ assist with the interpretation of permit and construction requirements, property maintenance.
- ❖ enforce Federal floodplain regulations.

■ Daily Tasks

■ Major Projects

■ Staffing

Daily Tasks

- ❖ Provide code information to citizens, contractors, and developers.
- ❖ Process building-related permits
- ❖ Review construction drawings
- ❖ Conduct field inspections
- ❖ Enforce the State and local property maintenance code.
- ❖ Process complaints relating to lack of maintenance of property.
- ❖ Respond to emergency calls relating to accidents, fires, etc., requiring judgement about structure safety.
- ❖ Enforce floodplain ordinances as mandated by FEMA.
- ❖ Maintain and update the FEMA flood maps.

Major Projects

Permits and Inspections

- Tru Hotel by Hilton
- Fairfield Inn by Marriott
- Beverley Hotel Apartments
- Statler Blvd Mini Storage
- O'Reilly Auto Parts Store
- Staunton Maker Space
- Staunton Apartments
- Food Truck Court

Regulation Review and Studies

- New Virginia Construction Code, September 2018 Adoption
- FEMA Community Rating System
- Flood Study West Beverley Street



Staff

- Responsibilities
- Memberships
- Associations

- John Glover, Building Official & Floodplain Administrator
- Cynthia Easterling, Environmental Inspector/Property Maintenance
- John Karaffa, Codes Inspector & Plan Reviewer
- Paul Rimel, Plumbing/Mechanical/Gas Codes Inspector
- David Smithgall, Building/Electrical Codes Inspector